



## **Associate Director of High School (emphasis 9<sup>th</sup> Grade)**

### **CPC Vision**

To boldly extend the invitation Jesus makes to us, to everyone.

### **Overview**

The Associate Director of High School will provide spiritual leadership and organizational management to the 9<sup>th</sup> Grade Commitment Class program. This position is part of the Student Ministries Team, working closely with other Associate Directors for 10-12<sup>th</sup> grade and reporting to the Director of Student Ministries.

### **PRIMARY RESPONSIBILITIES**

- Plan and coordinate all aspects of Commitment Class programming (average 100 students)
  - Create program lineups and their elements (games, videos, stories, skits, etc.)
  - Teach/speak regularly
  - Plan and develop weekly small group curriculum
  - Develop and empower adult leaders and create a cohesive environment for them to work together
  - Develop and implement training structures for Commitment Class students and adult leaders (both during and outside of Wednesday nights)
  - Be the point leader for Commitment Class fall and spring retreats as well as end-of-year celebrations including CC worship service, elder visits, and CC weekend worship services
- Develop relationships with a broad number of students (9<sup>th</sup> grade specifically), families, and leaders through Wednesday night programs, intentional one-on-ones, and outside relational contact work (attending games and concerts, etc.)
- Maintain and be accountable to the budget for all 9<sup>th</sup> grade programming
- Participate and engage with ParentLink team as needed
- Work with the Family Ministries team to equip and empower a team of college interns during the summer months
- Plan and attend other Student Ministries trips and activities

### **OTHER DUTIES**

- Attend weekly Student Ministries staff meetings
- Lead and/or assist in special projects that support the overall mission of High School programming, Student Ministries, and/or CPC
- Effectively communicate with staff, congregation, visitors, and vendors
- Meet regularly with the Director of Student Ministries for development, encouragement, feedback, and accountability
- Attend CPC staff meetings and other program staff retreats

- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Ash Wednesday etc.), and other leadership events
- Set aside time each week for spiritual reading, studying, and learning

### **MINIMUM REQUIREMENTS**

- Actively pursuing a relationship with Jesus Christ
- A working knowledge of Scripture and an active prayer life
- Commitment to make CPC your church home and faith community, and agreement with the mission and values of CPC
- Ability to engage students in authentic, relational ways
- Experience working with and leading students
- Relational experience with leading parents and volunteers
- Proactive communicator, collaborative spirit, and team player
- Leadership skills, abilities, and experience
- Strong organizational, detail-oriented, and multi-tasking skills
- Ability to recruit volunteers
- Self-starter, strong work ethic
- Working knowledge of Microsoft Office (Outlook, Excel, Word)
- BA/BS degree relevant to ministry work and ministry experience in the area of students

### **PREFERRED REQUIREMENTS**

- Curriculum use and development
- Basic understanding of vocational ministry

### **PHYSICAL REQUIREMENTS**

- Ability to sit, walk, and/or stand for extended times

**POSITION REPORTING:** Associate Director of High School reports to the Director of Student Ministries

**HOURS:** This is a full-time, year-round, non-exempt position

**TRAVEL:** This position requires travel to retreats and camps both assigned to and as needed depending on the season

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.

For further information, or to submit a resume and cover letter, email or mail to:  
[employment@cpconline.org](mailto:employment@cpconline.org)

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